

**MyVC** brings together a church directory, check-in system, email and texting system, meeting planner, file-sharing tool, and much more. It allows you to securely communicate with others in the church family and provide them with your most current information so that we can better stay in touch with one another.

### WHERE DO I START?

Click on the **MyVC** link at [vineyardnorthphoenix.com](http://vineyardnorthphoenix.com).

You'll be prompted to enter your email address. If that address is already in the system, you'll automatically receive an email from Vineyard North Phoenix <notifications@vcfnp.com> welcoming you to **MyVC**\*. That email will allow you to choose your login and password. Follow the link to log in. (If your email is not in **MyVC**, you'll be invited to fill out an online request for a user name and password.)

### NEXT STEPS?

- Review your profile
- Update your information
- Look at your groups
- Check out **MyVC**

\* Please add this address to your 'Allowed Senders' list so that you may receive future emails through **MyVC** and not have them automatically sent to your spam folder.




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# What can I do in MyVC

 **CLICK on the MyVC LINK** at [vineyardnorthphoenix.com](http://vineyardnorthphoenix.com) to view and update your personal records and financial statements.

 **STAY CONNECTED** with others in your group—distribute group study materials and videos, send prayer requests, see your group's calendar, & more.

 **SEND MESSAGES** through email, Facebook, or Twitter to other MyVC members.

 **SIGN UP** for events and groups.

 **FIND WAYS TO SERVE—** view listings of volunteer opportunities that match your skills, gifts, & interests.

## IS MY PERSONAL INFO SECURE?

Access to MyVC is restricted to individuals who have an affiliation with our church. Anyone who requests a login/password to MyVC will automatically receive one if he/she already has an email address in the system. If a person does not have a matching email in the system, then the request will be sent for processing.

Default privacy settings make contact information—phone, address and email address—not visible. All other personal information is viewable only by friends and group members if designated. This allows maximum contact between group members while providing privacy across the congregation. You may change these settings after you log in to MyVC.

## WHAT INFORMATION CAN OTHERS SEE?

Anyone logged into MyVC can see your name, picture and the campus you attend. Your email address will not be visible, but an email can be sent to you through the MyVC system. No information will be visible on children less than 18 years of age. The visibility of other pieces of information in your profile is controlled by you in your privacy settings.

## CAN I EDIT MY OWN INFORMATION?

Your personal page displays basic information about you—called your profile—and how to best contact you. In addition, it shows information about your family, your involvement in groups in the church, your spiritual passions and gifts, and areas in which you currently serve or have served in the past. You may edit your profile and we encourage you to keep it updated. We want MyVC to be our church's source for accurate information. By keeping your profile up-to-date, you'll be helping others in the church to communicate with you more effectively.

## CAN I SEE MY FAMILY'S RECORDS?

Yes. In addition, if you are either the primary contact for your family or the spouse in your family, you may update information for any of your family members.

## WHAT IS THE APPROPRIATE USE OF MyVC?

MyVC is intended for ministry purposes within MyVC only. Other information that you might wish to share, including "chain" emails, jokes, pictures, political discussion, business solicitation and other personal communication should *not* be circulated using MyVC. The personal information of others is not to be traded, sold, or given to any other third party. In addition, your profile photo should be a picture of yourself and appropriate for viewing by other church members.

## WHAT ELSE CAN I DO?

MyVC provides an easy way to keep in contact with others at Vineyard Church. You may directly email another individual, send a message to members of your groups, communicate needs within your groups, and learn about upcoming events for your groups. You also may search for information on groups you might be interested in joining. Group leaders will be able to schedule events, share needs, post positions, view group participants, send emails, run reports, and take attendance. Additionally, each group leader will be allowed to add/remove people to/from the group as updates are needed, and share files with the group.

## HOW WILL I KNOW WHEN THERE ARE UPDATES TO MY GROUPS?

The "Communication Settings" page allows you to determine what information you wish to receive from your groups. You can decide whether or not to receive: emails from group participants, immediate group comment updates, a weekly group activity summary, or text messages from group leaders. Your approval is required before any texts may be sent to you.